

Personnel Board Summarized Minutes
Monday, January 7, 2013 - 6:00 p.m.

Call to Order/Roll Call of Members: Present: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Ann Infante, Member; Zoraya Pena, Member; and Beatriz Sosa, Member. Also present: Melissa Negron, Human Resources Director; William Grodnick, City Attorney; and Bridget R. Bosch.

AGENDA

1. Request to approve the minutes of the December 2012 Personnel Board meeting.

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received December 2012.

- | | |
|-------------------|------------------------|
| 1. Luis Martinez | Fire Department |
| 2. Kern Dieudonne | Police Department |
| 3. Alberto Pena | Solid Waste Department |

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for December 2012.

SO NOTED.

4. Report of Civil Service **Appointments** for November 2012 (updated) and December 2012.

SO NOTED.

5. Report of Civil Service **Resignations** for December 2012.

SO NOTED.

6. Report of **Maternal/Paternal Leave** for December 2012.

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|---------------------|-------------------|
| 1. Julian Troncoso | Fire Department |
| 2. Alexander Dorado | Police Department |
| 3. Maylin Dorado | Police Department |
| 4. Jorge Llanes | Police Department |

SO NOTED.

7. Report of **Leave of Absence** for December 2012. NONE

SO NOTED.

8. Request to certify the eligibility list for the position of **Fire Lieutenant**.

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

9. Request to abolish the current eligibility list and conduct a Civil Service examination for the position of **Fire Fighter (Certified)** with the following criteria:

- a. Open to the public
- b. 100% Written
- c. Must obtain a minimum score of 70% on the written examination in order to be placed on the eligibility list.

Copy of job description and eligibility list are attached.

Range 71 - \$1300 - \$2519 Bi-weekly

APPROVED with condition to merge remaining certified firefighter, #45, Christopher Baylis onto new list.

Motion by Ms. Infante. Second by Ms. Sosa. Passed by unanimous vote.

10. Request to reappoint **Deliana Brown** to former position of **Clerk Typist I**.

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

11. Request to hear **Unfinished Business**. NONE

12. Request to hear **New Business**.

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

- 12a. Request to conduct a Civil Service examination for the position of **Police Officer – Certified** with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a minimum score of 70% on the written examination in order to be placed on the eligibility list.

Copy of job description and abolished eligibility list are attached.

Range 61 - \$1556 - \$2362 Bi-weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

Ms. Ferro-Ameneiro advised that she will not be attending the February 2013 meeting.

NEXT PERSONNEL BOARD MEETING: “February 4, 2013”

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.